

Virginia Department of Education

Calendar of Reports for 2007-2008

By Contact Office

Due Date	Report Name	Contact Office	Contact Name	Contact Phone No.	Report Status	Web Site Link
Monthly	Adult Basic Education, English Literacy, & Adult Secondary Programs Accountability Report	Adult Education & Literacy	Shannon Beasley	804-225-2075	Same	http://p1pe.doe.virginia.gov/ssws/login.page.do
August	English Literacy/Civics Education Program Report	Adult Education & Literacy	Thomas Suh	804-225-2075	Same	http://www.vdoe.vi.virginia.gov/instruction/adulted/index.shtml
August	Race to GED Program Report	Adult Education & Literacy	Debbie Bergtholdt	804-225-2075	Same	http://www.vdoe.vi.virginia.gov/instruction/adulted/index.shtml
August	Individual Student Alternative Education Plan Report	Adult Education & Literacy	Michael Nusbaum	804-225-2075	Same	http://www.vdoe.vi.virginia.gov/instruction/adulted/index.shtml
September 15, 2007	Annual School Report - Financial Section	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/index.html
October 1, 2007	Certification of Adequate Funds Budgeted to Meet Required Local Effort for the Standards of Quality and Local Match Requirements for Certain State Funds	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/index.html
October 12, 2007	Foster Care Enrollment and Transportation	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/index.html
October 19, 2007	Private School Participation in Federal Programs	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/index.html
September 21, 2007	Remedial Summer School Enrollment	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/VDOE/suptsmemos/2005/adm044.html
June 6, 2008	Annual Wage & Hour Report	Career & Technical Ed	Anne Rowe	804-225-2838	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/co-op/
May 1, 2008	Application for Federal Funding (CTEMS)	Career & Technical Ed	Elizabeth Russell	804-225-2847	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/director.html
Quarterly	Career and Technical Education Adult Class Enrollment Report (CTERS 6) (QF.039A)	Career & Technical Ed	Glenn Davis	804-371-2924	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/

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June 30, 2008	Career and Technical Education Adult Class Enrollment Report (CTERS 6) for Long Term Classes (QF.039A)	Career & Technical Ed	Glenn Davis	804-371-2924	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/
May 30, 2008	Career and Technical Education Completer Follow-up Survey	Career & Technical Ed	Glenn Davis	804-371-2924	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/
February 1, 2008 and June 6, 2008	Career and Technical Education Industry Certification Reimbursement Reports	Career & Technical Ed	Terry Dougherty	804-225-3349	Same	
May	Career and Technical Education Self-Assessment	Career & Technical Ed	Glenn Anderson	804-225-2840	Same	http://www.doe.virginia.gov/VDOE/Accountability/fpmvmonitoringsystem.html
July 16, 2008	Completer Demographics Collection (Submitted via SRC-EOY Report)	Career & Technical Ed	Glenn Davis	804-371-2924	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/
March 3, 2008	Secondary Enrollment Demographic Form Spring Report (QF.040)	Career & Technical Ed	Glenn Davis	804-371-2924	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/
November 2, 2007	Secondary Enrollment Demographics Fall Report (QF.040)	Career & Technical Ed	Glenn Davis	804-371-2924	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/
April 21, 2008	Secondary Student Enrollment Report (CTERS 2 - submitted via Spring SRC)	Career & Technical Ed	Glenn Davis	804-371-2924	Same	http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/
Monthly	Vocational Education Requisition for Federal Perkins Funds (will be submitted via OMEGA)	Career & Technical Ed	Terry Dougherty	804-225-3349	Same	
June 13, 2008	Vocational Education Requisition for State Equipment	Career & Technical Ed	Terry Dougherty	804-225-3349	Same	
October 15, 2007	Student Record Data Collection - Fall	Educational Information Management - Education Applications	Susan Williams	804-225-2099	Same	http://www.doe.virginia.gov/VDOE/Publications/student-coll/new_coll.html
April 20, 2008	Student Record Data Collection - Spring	Educational Information Management - Education Applications	Susan Williams	804-225-2099	Same	http://www.doe.virginia.gov/VDOE/Publications/student-coll/new_coll.html
May 25, 2007	Authorized Signatures in Lieu of Division Superintendent	Educational Information Management - Education Applications	Susan Williams	804-225-2099	Same	http://www.doe.virginia.gov/VDOE/suptsmemos/2007/adm015.html
July 16, 2007	Student Record Data Collection - End of Year (EOY)	Educational Information Management - Education Applications	Susan Williams	804-225-2099	Same	http://www.doe.virginia.gov/VDOE/Publications/student-coll/new_coll.html

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August 31, 2007	Educational Registry Application (School ID, Div. Supt., Designated Contacts, and Central Office Staff Updates)	Educational Information Management - Education Applications	Susan Williams	804-225-2099	Revised	http://www.doe.virginia.gov/VDOE/Publications/ADMN/datacoll/coll.htm
August 31, 2007	Student Record Data Collection - Summer	Educational Information Management - Education Applications	Susan Williams	804-225-2099	Same	http://www.doe.virginia.gov/VDOE/Publications/student-coll/new_coll.html
September 15, 2007	Course Enrollment Data Collection	Educational Information Management - Education Applications	Susan Williams	804-225-2099	Same	http://www.doe.virginia.gov/VDOE/Publications/HS-Enrollment/coll.html
February 16, 2007	NCLB Title II, Part D Ed Tech Individual Formula Subgrant 1st Performance Report	Educational Technology	Mark Saunders / E-Mail to: PARTD	804/786-0307	Same	http://www.doe.virginia.gov/VDOE/Technology/EdTech/rf.shtml
September 3, 2007	NCLB Title II, Part D Ed Tech Individual Formula Subgrant 2nd Performance Report	Educational Technology	Mark Saunders / E-Mail to: PARTD	804/786-0307	Same	http://www.doe.virginia.gov/VDOE/Technology/EdTech/rf.shtml
October 1, 2007	NCLB Title II, Part D Ed Tech Individual Formula Subgrant Final Performance Report	Educational Technology	Mark Saunders / E-Mail to: PARTD	804/786-0307	Same	http://www.doe.virginia.gov/VDOE/Technology/EdTech/rf.shtml
May	Early Intervention Reading Initiative	Instruction - Elementary	Ginna Glover	804-786-1997		http://www.doe.virginia.gov/VDOE/suptsmemos/2007/inf092.html
April	Virginia Preschool Initiative Application	Instruction - Elementary	Cheryl Strobel	804-371-7578	Same	http://www.doe.virginia.gov/VDOE/Instruction/Elem_M/early/preschoolinitiative.html
October	Virginia Preschool Initiative Interim Report	Instruction - Elementary	Cheryl Strobel	804-371-7578	Same	http://www.doe.virginia.gov/VDOE/Instruction/Elem_M/early/preschoolinitiative.html
August 15 (Annually)	Annual Report - Programs for the Gifted	Instruction - Middle/High School	Barbara McGonagill	804-225-2884	Same	https://p1pe.doe.virginia.gov/ssws/login.page.do
June	Application for School Program Approval for Driver Education (Submission via attachment to Superintendent's Memorandum)	Instruction - Middle/High School	Vanessa Wigand	804-225-3300	Revised	
June	Driver Education Status Questionnaire (Submission via attachment to Superintendent's Memorandum)	Instruction - Middle/High School	Vanessa Wigand	804-225-3300	Revised	

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Ongoing	HB2672 - Notification Process Concerning Driver Education Teachers Who Receive Traffic Citations (Submission via attachment to Superintendent's Memorandum)	Instruction - Middle/High School	Vanessa Wigand	804-225-3300	Same	
June	Wellness Related Fitness Report	Instruction - Middle/High School	Vanessa Wigand	804-225-3300	Same	https://p1pe.doe.virginia.gov/ssws/login.page.do
February & August	Reimbursement of Tuition for Eligible Handicapped Students Regional Special Education Programs-1st & 2nd Semesters	Instruction - Spec. Ed.	Sherry Hubbard	804-225-2339	Same	
Mid-May	Annual Report on Compliance with Standards of Quality and other Nonstandards	Policy and Communications	Michelle Vucci	804-225-2092	Same	http://www.pen.k12.va.us/VDOE/suptsmemos/2007/adm010.html
Late March	Annual Request for Waivers for Pre-Labor Day Opening	Policy and Communications	Michelle Vucci	804-225-2092	Same	http://www.pen.k12.va.us/VDOE/suptsmemos/2007/adm001.html
September	Charter School Evaluation Report	Program Administration and Accountability	Diane Jay	804-225-2905	Same	
December/February	Consolidated State Performance Report	Program Administration and Accountability	Roberta Schlicher	804-225-2870	Same	http://www.doe.virginia.gov/VDOE/nclb/#cspr
August	English Language Proficiency Assessment Results	Program Administration and Accountability	Judy Radford	804-786-1692	Same	http://www.doe.virginia.gov/VDOE/suptsmemos/2007/inf128.html
December	Migrant Child Count Report	Program Administration and Accountability	Megan Moore	804-786-9935	Same	
July	NCLB Applications (consolidated and individual)	Program Administration and Accountability	Becky Marable	804-371-0044	Same	http://www.doe.virginia.gov/VDOE/Instruction/OCP/nclb-applications.html
June	Regional Alternative Education Program Final Report	Program Administration and Accountability	Diane Jay	804-225-2905	Same	
November	Regional Alternative Education Programs Report	Program Administration and Accountability	Diane Jay	804-225-2905	Same	
August	Certification of School Bus Insurance	Pupil Transportation	June Eanes	804-225-2037	Same	
August	Certification of Self Insurance	Pupil Transportation	June Eanes	804-225-2037	Same	
Monthly	Crash/Incident Report	Pupil Transportation	June Eanes	804-225-2037	Same	https://p1pe.doe.virginia.gov/ssws/login.page.do
December	Pupil Transportation Report	Pupil Transportation	June Eanes	804-225-2037	Same	https://p1pe.doe.virginia.gov/ssws/login.page.do

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March	Certification of Pre-Accreditation Eligibility (Accrediting Standards)	School Improvement	Kathleen Smith	804-786-5819	Same	
Monthly	Claims Reimbursement Request for School Lunch, School Breakfast and After School Snacks	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	http://www.doe.virginia.gov/VDOE/supts memos/2007/
January 20	Report of Verification of Free/Reduced Meal Applications	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	http://www.doe.virginia.gov/VDOE/supts memos/2007/
July 1	School Nutrition Programs Annual Agreement	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	http://www.doe.virginia.gov/VDOE/supts memos/2007/
July 31	School Nutrition Programs Annual Financial Report for July -June	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	http://www.doe.virginia.gov/VDOE/supts memos/2007/
January 31	School Nutrition Programs Local Accountability Review for School Lunch and After School Snack (local)	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	http://www.doe.virginia.gov/VDOE/supts memos/2007/
January 31	School Nutrition Programs Semi-Annual Financial Report for July-December	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	http://www.doe.virginia.gov/VDOE/supts memos/2007/
July 1	Local Wellness Policy Status Report	School Nutrition	School Nutrition Programs Staff	804-225-2074	New	http://www.doe.virginia.gov/VDOE/studentsrvcs/shab.shtml
July 1, 2007	School Health Advisory Board Annual Report	Special Education and Student Services	Caroline Fuller	804-225-2431	Revised	http://www.doe.virginia.gov/VDOE/studentsrvcs/shab.shtml
December	Special Education Child Count	Special Education and Student Services	Paul Raskopf	804-225-2080	Same	
July	Special Education Exit Report	Special Education and Student Services	Paul Raskopf	804-225-2080	Same	
October	Title IV: Safe & Drug-Free Schools & Communities Act Progress Report	Special Education and Student Services	Arlene Cundiff	804-225-2871	Same	
July - September	Special Education State Performance Report Indicator Data	Special Education and Student Services	Paul Raskopf	804-225-2080	New	
August	Transfer of Funds	Special Education and Student Services	Paul Raskopf	804-225-2080	Same	